

## REQUEST FOR A LETTER OF RECOMMENDATION FOR PRIVATE SCHOOL/ PROGRAM

Note to students: You must speak with the teacher or counselor in person to request the letter of recommendation. If the teacher/counselor agrees to write the letter, complete this form in its entirety and return it to the recommending faculty member.

Teacher/Counselor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

I was/am enrolled in your \_\_\_\_\_ class. Thank you for writing a letter of recommendation on my behalf to programs listed below. Please give your honest assessment of my work ethic, study habits, grasp of material, analytical ability, and personal strengths. Please include any anecdotal comments that you believe would be helpful to my evaluation. I understand that this recommendation will be forwarded to the school or program without my prior review. I also understand that in making this request, I waive my right of future access to the contents of the recommendation.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

### **I am applying to the following schools/scholarships:**

Name of School/Program: \_\_\_\_\_ Date Due: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

Name of School/Program: \_\_\_\_\_ Date Due: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

**Student: Please complete the questions below to ensure a more accurate recommendation to be written on your behalf.**

1. Describe four of your strengths.
  
  
2. What are two things about you that your transcript and test scores don't show? Please include any activities that you participate in outside of school.
  
  
3. I believe that my best piece of work (paper, lab, oral presentation, etc.) that I did for your class was (specify your response in the appropriate spaces below for each teacher that you are requesting a recommendation): ENGLISH: MATH: OTHER SUBJECT (please specify)

\_\_\_\_\_

4. I believe that I have experienced growth in your class because:

**STUDENT: Please check all that apply for the letter of recommendation:**

Email the recommendation to the email address provided below:

---

Upload the letter of recommendation to the school website. It is the student's responsibility to share website link.